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Exciting news about new employee and manager self service systems

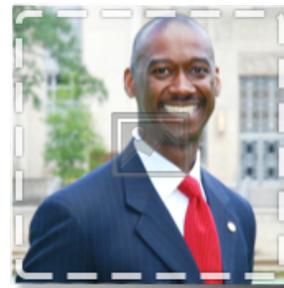
Fellow Employees,

The Human Resources Department is pleased to announce that the Employee Self Service system, ESS, is migrating to SAP, where most of our personnel data resides. The enhanced system will enable you to view and make changes to your information online instantly, instead of calling, faxing or delivering forms to the office. These enhanced actions will be done through the same convenient portal system you use today.

We're also working on a Manager Self Service system, MSS, which will give supervisors quick access to employee information, and provide a one-stop shop for a variety of personnel and organizational activities.

The ESS and MSS systems are powerful tools that enable you to do more independently. HR is excited about this initiative as we move from transactional to transformational. One of our primary objectives is to provide programs and services that make your work life easier. That's because you are at the center of all that we do.

The project will be rolled out in two phases - ESS is scheduled to be released in July and MSS will follow in September. Continue reading for more information on the exciting changes in store for you.



Omar C. Reid, HR Director



What can ESS do for you?

The new ESS will put you in the driver's seat by giving you more access, convenience and ability to update your personal profiles - anywhere, anytime. You can take ownership of your data and be sure that it's correct without calling or filling out paper forms. Without leaving your seat, your ESS can be immediately updated. See the list below for the expanded features of your new ESS.

	Old ESS	New ESS
View and update mailing and permanent address	✓	✓

View and update emergency contact	✓	✓
View job information	✓	✓
View benefits summary	✓	✓
View deduction and leave information	✓	✓
View paychecks and paycheck history	✓	✓
Basic total compensation statement	✓	✓
Interim solution to view and print W-2	✓	✓
Make benefits open enrollment and new hire elections		✓
Update benefits and dependents due to family status change		✓
Update beneficiaries		✓
Sign up for and update direct deposit		✓
Update W-4 form information online		✓
View enhanced total compensation statement		✓
More robust W-2 view and print with single login		✓



What is manager self service?

MSS will provide supervisors with instant access to employee data. As a supervisor, you will be able to initiate personnel activities and gain access to tools to help develop your employees.

With MSS, you can:

- View data for your direct and indirect reports
- Initiate pay raises
- Switch cost centers
- Deliver performance appraisals
- Administer compensation plans
- Develop requirements for your positions
- Plan for succession
- Search for talent

Important Dates

April 2014 - ESS training begins

July 2014 - ESS roll out

August 2014 - MSS training begins

September 2014 - MSS roll out

Dates are tentative - watch for updates.

Resources

hrselfservice@houstontx.gov

houstontx.gov/hr/ess-mss.html

An important note on system requirements

The basic requirement to access the ESS/MSS systems will be:

- Windows 7 or greater
- Internet Explorer 9 (IE9)

Now is the time to make sure that your computer is ready. Your IT resources are available for assistance.

*For more information, visit houstontx.gov/hr/ess-mss.html or contact
hrselfservice@houstontx.gov*